

Back That Up!

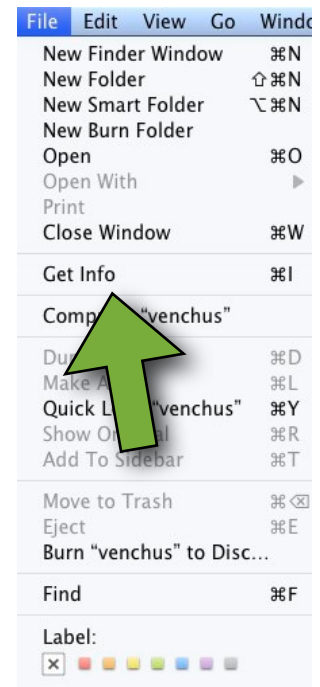
Home Folder

In general, all of your data (documents, movies, music, pictures, preferences, etc.) is stored in your **home folder**. It is important to keep up to date backups of this folder, especially at the end of the school year. Backup is easy and there are a number of methods you can use to do this.

Before we go into the methods of backup, it's important to know how much data is being backed up and if the destination for your backup has enough space for your data.

Checking folder and file size

- Open a new Finder window by clicking on the smiley Finder guy in your dock
- Highlight the folder that you'd like to check the size of (in this case, highlight your home folder, which is in the left sidebar of the Finder window with a picture of a house and your username)
- Press the key combination **command-i** or click on File>Get Info.
- A new window will pop up that will tell you some information about the folder or file you've highlighted
- You should do this as well for your flash drive or external hard drive and check the Available Space to make sure your files will fit



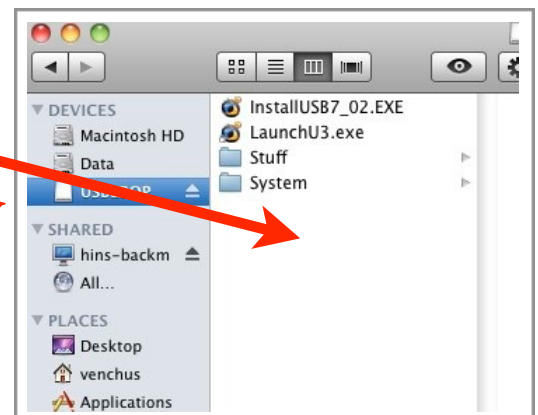
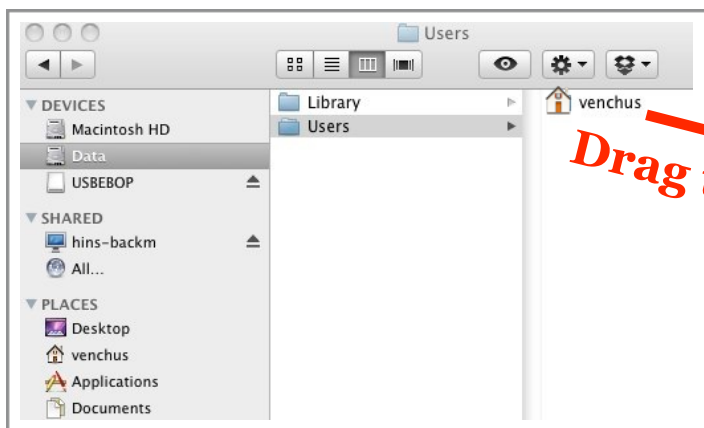
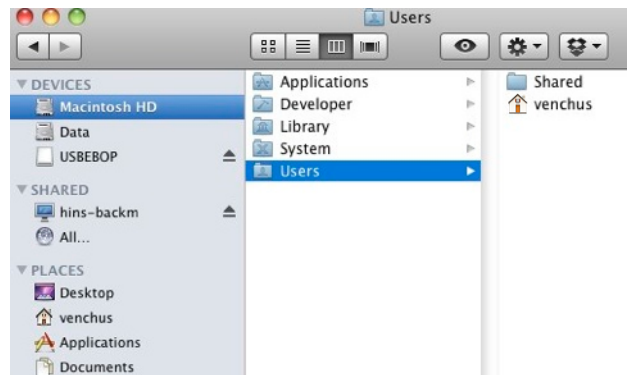
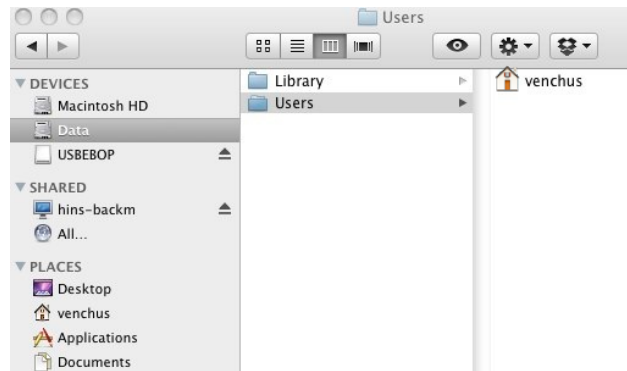
Blank CD & DVD Capacities

- CD – 700 MB
- DVD – 4.7 GB
- Dual-layer DVD – 8.5 GB

Backup Method 1: Flash drive or External Hard Drive

This is the easiest method of all, but bears a little risk due to possible flash drive or hard drive failure.

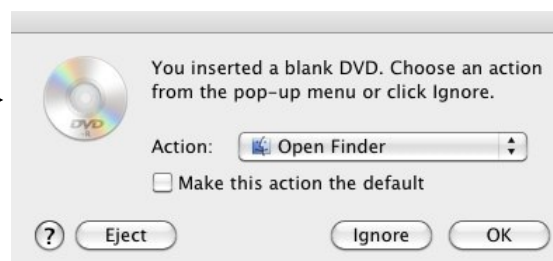
- Check your folder sizes and make sure you have enough room on your flash drive or external hard drive (see previous sections)
- Drag your home folder to the destination drive and let it copy completely
 - Where your home folder is located may depend on your setup
 - Most staff home folders will be in /Data/Users/
 - Some home folders may be located in /Macintosh HD/Users/



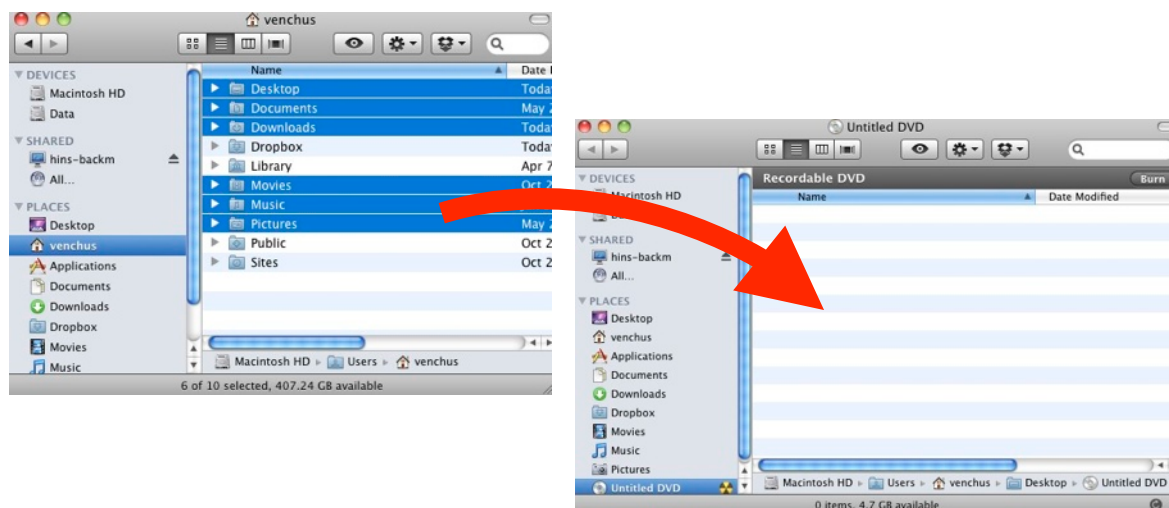
This method may take a little more effort but creates “hard copy” backups that have relatively minute chances of failure unless the discs are scratched.

- Check your folder sizes and make sure you have enough room on your CD or DVD (see Capacities section). **If you have more data than a DVD will allow, you may need to break up your folders and put them on multiple DVDs.**
- Insert the blank media into your computer's DVD drive

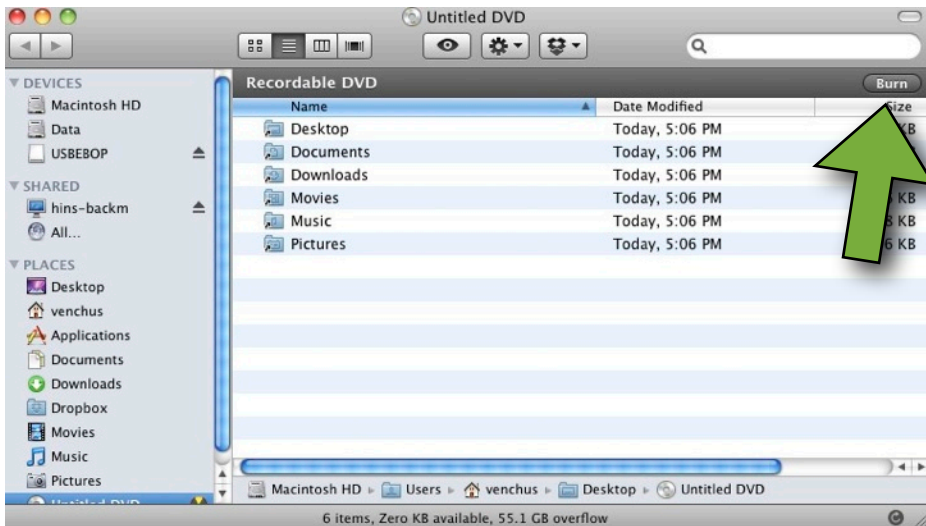
- You may see this window pop up →
- Choose “Open Finder” and click OK
- The media will appear on your desktop



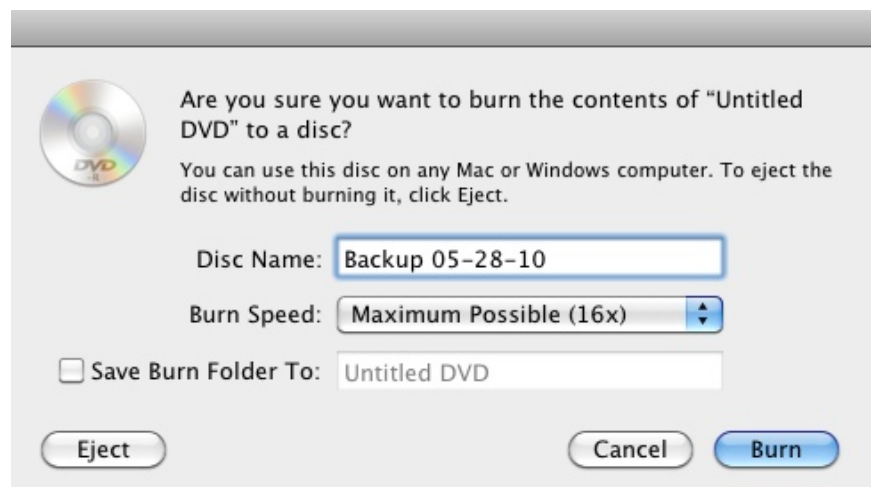
- Open two Finder windows, one for your home folder and one for the blank disc (double-click CD/DVD icon to open it in a Finder window)



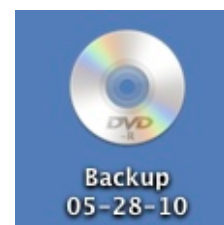
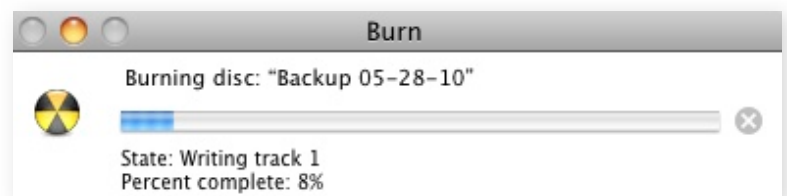
- Drag the following folders to the DVD window:
 - ◆ Desktop
 - ◆ Documents
 - ◆ Downloads
 - ◆ Movies
 - ◆ Music
 - ◆ Pictures
 - ◆ Any folders or files YOU created (but NOT Library, Sites, or Public)



- When you are ready to burn, click the Burn button on the DVD window
- A dialogue window will appear. Type a practical name for your disc and click Burn.



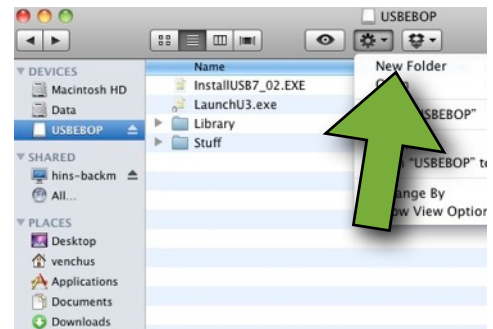
- A status window will appear and update you on the status of the burning process
- When the disc has successfully completed burning, it will appear on your desktop with its new name.
- **You're ALMOST done!**



With this method, there are a few key folders that we cannot burn due to various access/permissions issue. **To back up these folders, you must use a flash drive or external hard drive:**

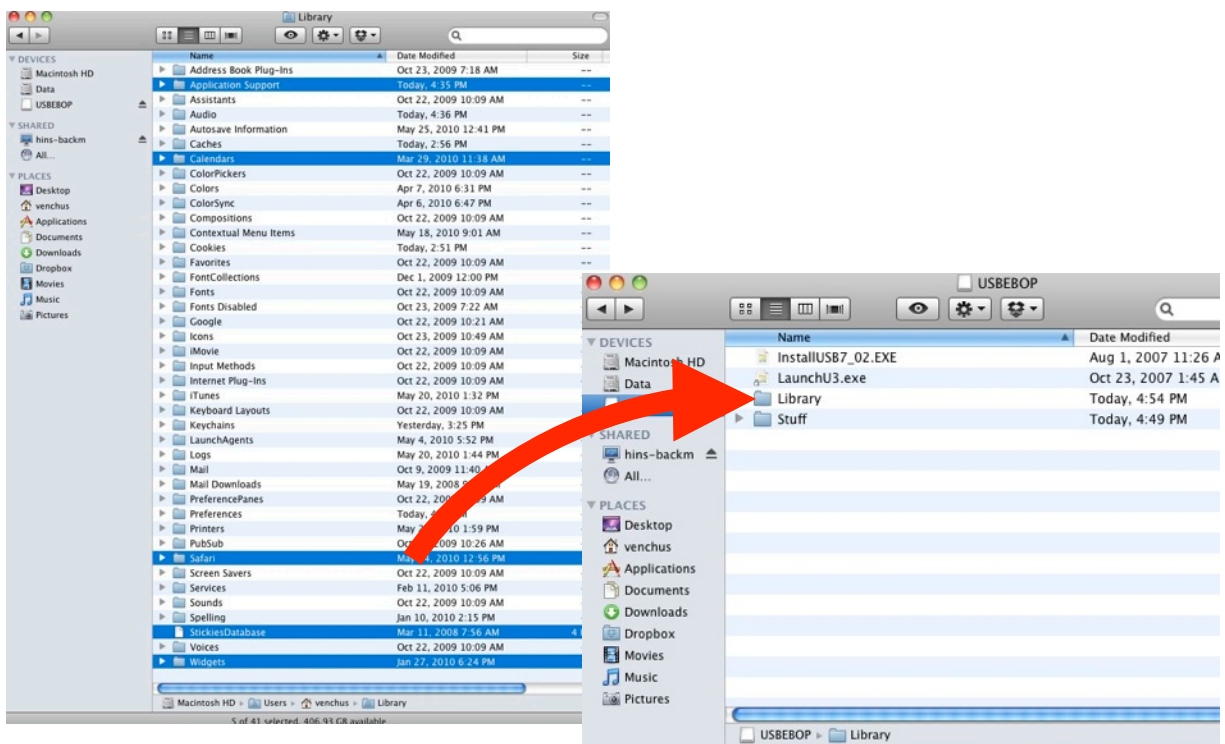
- Open your flash drive or external hard drive and create a new folder called "Library"

✱ To create a new folder, click on the cog wheel at the top of the Finder window and click on New Folder, then name your folder



- Open a new Finder window
- Open your home folder
- Open the Library folder
- Drag the following files/folders to your new Library folder on the destination drive (if applicable):

- ◆ Application Support
- ◆ Calendars
- ◆ Safari
- ◆ StickiesDatabase
- ◆ Widgets



Now you're done!

Please see your building tech if you have any questions.